

CITY OF MANCHESTER

REVOLVING LOAN FUND

Manchester Economic Development Office
One City Hall Plaza, Manchester, NH 03101

APPLICATION

DATE OF APPLICATION: _____

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

CONTACT PERSON: _____ PHONE: _____

ORGANIZATIONAL FORM: _____ Sole Proprietorship
 _____ Partnership
 _____ Corporation
 _____ SubChapter S Corporation
 _____ Limited Liability Corporation

DATE ESTABLISHED: _____ SIC CODE: _____

EMPLOYER'S FEDERAL ID NUMBER: _____

PRIMARY PRODUCT OR SERVICE: _____

NAME OF OWNER #1:	NAME OF OWNER #2:
_____	_____

PERCENTAGE OWNED: _____%	PERCENTAGE OWNED: _____%
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HOME ADDRESS:	HOME ADDRESS:
_____	_____
_____	_____

HOME PHONE: _____	HOME PHONE: _____
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LOCATION OF PROJECT IF DIFFERENT FROM BUSINESS ADDRESS ABOVE:

PROFESSIONAL SERVICES/REFERENCES:

Name of BANK: _____

Contact Person: _____ Phone: _____

Name of ATTORNEY: _____

Phone: _____

Name of ACCOUNTANT: _____

Phone: _____

CURRENT AND PROJECTED EMPLOYMENT:

Type of Employment	Existing	Projections	
		Year 1	Year 2
Prof/Manag/Technical	____FT____PT	____FT____PT	____FT____PT
Skilled	____FT____PT	____FT____PT	____FT____PT
Unskilled/Semiskilled	____FT____PT	____FT____PT	____FT____PT
TOTALS	____FT____PT	____FT____PT	____FT____PT

NEW JOB TITLES AND NUMBER [EX: ELECTRONIC TECHNICIANS (3)]

Job Title:

Number to be hired:

[illegible]

SOURCES AND USES OF FUNDS:

SOURCES

What is the amount of this loan request? \$_____

Whom have you already contacted in an attempt to secure funding, and what was the response? Please be specific.

USES

Outline the purposes for which you intend to use the funds requested (e.g., purchase inventory, working capital, purchase machinery/equipment) and the amount for each.

IDENTIFY THE COLLATERAL THAT WILL SECURE THIS LOAN:

PERSONS OWNING 20% OR MORE OF THE COMPANY WILL BE REQUIRED TO PERSONALLY GUARANTEE THIS LOAN. ARE YOU WILLING TO PROVIDE THIS GUARANTEE?

_____YES

_____NO

REQUIRED ATTACHMENTS:

1. Business plan.
2. Audited financial statements or federal corporate tax returns for the business for the past three years, if an existing business.
3. Interim income and balance sheets dated within 90 days of application date, if an existing business.
4. Signed personal financial statements dated within 30 days of the date of the application for any person who owns 20% or more interest in the business.
5. Resumes of key management personnel.
6. Product or service marketing literature.
7. Aging of Accounts Receivable and Accounts Payable, if applicable.
8. Copies of any contractual liabilities: leases, franchise agreements, sales contracts, etc.
9. A projected, annualized income statement and balance sheet for the first two years after the loan with a description of assumptions.
10. A schedule of debts of the business, including the original date and amount, monthly payment, interest rate, present balance owed, maturity, to whom payable, and collateral securing the loan for each short- and long-term loan that the business currently has outstanding or has planned for the next 12 months. Indicate whether each loan is delinquent or current.

SIGNATURES:

I declare that any statement in this application and in its required attachments, or information provided herein, is true and complete in substance and in fact. You are authorized to make all inquiries that you deem necessary to verify the information contained herein and to determine the credit-worthiness of the undersigned. The undersigned authorize any person or consumer reporting agency to give you any information it may have on the undersigned

Name of Business:_____

By:_____Title:_____Date:_____

Attest:_____Title:_____Date:_____